

Shelton State Community College
PROFESSIONAL DEVELOPMENT 2001-2002

Please visit Shelton State's professional development page by going to the Brooks-Cork Library page and clicking on Professional Development or going to http://shelton.ss.al.us/library/facultydev_2001.htm . This page is designed to provide information useful in locating information and research on higher education, including academic and vocational/technical education. In addition, the site includes details on professional development activities for Shelton State faculty and staff.

Local professional development activities, as well as funding for travel and out-of-state activities, are funded through the Carl D. Perkins Vocational Education Act (Title II, Part B) and through Activity 4 of Title III (Strengthening Historically Black Colleges and Universities, Title III, Part B). Both activities are currently planned and scheduled by Dr. Deborah Grimes, Director of Library Services.

Other information useful to faculty and staff regarding professional development, travel requests, etc., is also included.

Back-to-School 2001

A number of activities and meetings are being planned for August 13-17 to help us get prepared for a new academic year. Detailed schedules will be distributed on or before August 13. The general schedule is indicated below (although it is subject to change). Once again, there will be *door prizes and surprises* ! Welcome back!

Quality Month 2001

October is Quality Month. Activities planned and developed by Systems Improvement Teams (SI Teams) and the Quality Council will be conducted throughout the month. Check the Professional Development page later in the year for more details.

"Riding the Range of Critical Thinking" -- Project Brainpower 2002

January 3-4, 2002, Locations and times TBA

Did you ever wonder what country line-dancing can show us about teaching? Did you ever make a group decision, only to find out no one in the group really wanted the choice that was made? Did you ever end up in a cafeteria in Abilene when you really wanted home-cooking?! These questions and more will be answered in the 2002 Project Brainpower activity -- "Riding the Range of Critical Thinking." In addition, the popular Teachers-Teaching-Teachers session will be scheduled to highlight good teaching practices of Shelton State's own faculty and to feature technical programs.

The Abilene Paradox is a 30-minute video on the management of agreement. See how the actions of individual members of a group do not support agreement and what the consequences are. Viewers learn to work toward consensual group decision-making in which communication is open and the climate is supportive.

Couldya, Wouldya, Ain'tcha, Gonna?-- or What Does Country Line-Dancing Have To Do With Teaching? is an active participation session that features line dance lessons, a Powerpoint presentation, and open discussion of how to deal with different types of learners in the classroom.

Check the Professional Development page later in the year for more details.

Technology Workshops

These one-hour-wonders are offered to help faculty and staff improve their technology skills. Most sessions are held in Room 2819, the Career/Technical Education Instructional Center, located in the Brooks-Cork Library on the Martin Campus. Alternate locations are indicated on the schedule below. Advance registration is not required EXCEPT for those marked with ** below. All sessions are held "rain-or-shine," regardless of the number present. See the Professional Development page for more details.

Date	Time	Place	Workshop	Instructor/Facilitator
September 13, 2001	2:30--3:30	Room 2819/Library	<u>Using Excel as a Gradebook</u>	Wright
October 4, 2001	2:30--3:30	Room 2819/Library	<u>Saving to a Server**</u>	TBA
November 8, 2001	2:30--3:30	Room 2819/Library	<u>Backing Up Files</u>	Boening
December 6, 2001	2:30--3:30	Room 2819/Library	<u>Using Scanners</u>	Boening
February 7, 2002	2:30--3:30	Room 2819/Library	<u>Basic Powerpoint**</u>	TBA, Fredd Web Lab
March 7, 2002	2:30--3:30	Room 2819/Library	<u>Moving Presentations**</u>	Boening, Fredd Web Lab
April 4, 2002	2:30--3:30	Room 2819/Library	<u>Technology Showcase</u>	Grimes
May 2, 2002	2:30--3:30	Room 2819/Library	<u>Basic Web Pages with Netscape Composer**</u>	TBA

** Please contact the instructor/facilitator if you plan to attend. Advance preparation is needed by the instructor/facilitator. Reminders will be sent via email and voice mail prior to each technology workshop.

Career Portfolios and Updating Resumes Workshop for Support Staff

Coming February 2002-- Check later in the year for details!

This workshop is designed especially for support staff (but open to any employee) to offer help in developing portfolios and updating resumes. It will also help support staff learn to develop plans for continued learning and improving job skills.

The Leader Within -- A Workshop for Today's Employees

Coming February 2002 -- Presenters Randy Jarrell and Debbie Grimes. Check later in the year for details!

"Self-responsibility is the key to personal effectiveness -- from enhancing one's relationships, to pursuing a career, to developing into a whole and balanced individual. . . . High performing

organizations relay on proactive, responsible employees. They want individuals who think for themselves, believe their effort makes a difference, pursue a standard of excellence, and stand by their work. The purpose of The Leader Within program is to assist organizations in building a work force of employees who consistently demonstrate these characteristics." ***This activity is being planned especially for Support Staff***, although anyone may participate. It should be beneficial to Systems Improvement Team members as well. More information will be provided later in the year.

Teamwork in Crisis [The Miracle of United Flight 232]

Coming February 2002 -- Check later in the year for details!

If you remember the crash of United Airlines Flight 232 in Sioux City, Iowa, you'll probably remember that **teamwork** helped achieve "a miraculous outcome" despite the catastrophic event. This 39-minute video "utilizes interviews with Captain Haynes, the rescue organizers and medical team leaders, along with actual footage of the incident to illustrate the importance and the value of teamwork under any conditions." We'll use this video as the basis of a discussion of teamwork." We will use the video to launch a discussion of "how skills in five key factors can be brought together to achieve a significant team goal, even against the odds" and "better understand the specific roles of preparation, cooperation and communication in minimizing the impacts of unfortunate circumstances, or capitalizing on unexpected opportunities."

Background

United Airlines Flight 232 was flying en route from Denver to Chicago when it experienced engine failure in its #2 engine, leading to loss of all hydraulic power to the airplane. Using the two remaining engines as their only source of steering, Captain Al Haynes and his flight crew managed to bring the plane into a crash landing at Sioux Gateway Airport in Sioux City, Iowa.

While some passengers were lost, 184 survived as a result of remarkable confluence of events, including the disaster preparedness of the rescue crews on the ground, the flight crew in the air, and the air traffic controllers, who worked together to achieve results that in all respects beat the odds.

Five Steps to Coaching Success (for administrators and supervisors)

Coming February 2002, Date TBA, Time TBA, Location TBA -- check later in the year for details!

This workshop is ***designed for administrators and supervisors to help increase work team or employee success***. Coaching is "employee development through communication. Coaching is about being a strong motivator of people." Based on *Five Steps to Coaching Success* by Thane Crossley, this 60-minute workshop focuses on skills a supervisor can use to motivate employees, to help employees set clear goals, to help employees feel and be successful, and to celebrate team or departmental successes. ***Activities will include:*** presentation, discussion, ***personality test***, group exercise. Presented by Debbie Grimes.

Workshop Opportunities -- See Professional Development page for links.

Travel Procedures

In-State Requests	In-State Reimbursements
Out-of-State Requests	Out-of-State Reimbursements
Title III Requests	Perkins Grant Requests
International Requests	How to Estimate Mileage, Get Travel Directions, Etc.

To Request In-State Travel

Complete the form and submit it to the appropriate Division Chair or supervisor for approval. The Division Chair or supervisor will submit the request to the appropriate dean. You will be notified if your request has been approved. Do not assume that your request has been approved. If you do **NOT** receive a signed approval, contact your Division Chair again for clarification **before** going! Be sure to attach any relevant brochures, descriptions, fliers, etc.

If you are applying for Title III funds, please follow these steps:

Step 1: Determine your eligibility for Title III Professional Development funds. To be eligible for Title III funds for professional development, the activities must be directly related to Title III and the Fredd Campus must be the primary beneficiary. If you are unsure of your eligibility, contact Debbie Grimes at ext. 2233 or Ronald Range at ext. 2328.

Step 2: Attach a completed Shelton State Travel Request form. Be sure to itemize all expenses. Costs not listed on the request form will NOT be reimbursed. Attach a brochure or description of conference or workshop if available.

Step 3: Complete the Title III request form and submit it to Debbie Grimes, Activity 4 Director, for approval. If approved, the request will be sent to the Title III Coordinator, who will then send it to the appropriate Division Chairperson. The Division Chairperson will forward the request to the Dean. The Dean will send the approved request to the federal programs director and/or to the President for final approval for out-of-state requests.

Reimbursement for in-state travel is based on mileage, per diem, and other costs such as registration. You need not provide receipts for mileage or hotel expenses, but you do need to provide receipts for registration or conference fees. You may requisition conference fees and ask for a purchase order in advance of the travel and/or request that a check be prepared for you to take with you to the activity (within Business Office guidelines). Federal taxes are applied to per diem reimbursements for non-overnight travel (\$11.25 and \$30.00), which you may itemize on your income tax return. Reimbursement is as follows:

Per diem for overnight = \$75.00 each day, regardless of actual expenses
Per diem for over 6 and under-12 hours = \$11.25; per diem for 12-24 hours = \$30.00

Mileage is reimbursed at \$0.345 per mile (effective 01/01/01).

To Request Out-of-State Travel

Complete the form and submit it to the appropriate Division Chair or supervisor for approval. The Division Chair or supervisor will submit the request to the appropriate dean. You will be notified if your request has been approved. Do not assume that your request has been approved. If you do **NOT** receive a signed approval, contact your Division Chair again for clarification **before** going! Be sure to attach any relevant brochures, descriptions, fliers, etc.

Reimbursement for out-of-state travel is based on actual expenses. You must provide receipts for all expenses (food, hotel, taxi, airport parking, airfare, conference fees, etc.). Be aware that costs for alcoholic beverages, entertainment, or other personal items may not be claimed for reimbursement. Mileage is reimbursed at \$0.345 per mile (effective 01/01/01).

International travel requests require the approval of the Chancellor. Follow directions given above for out-of-state travel requests and include a letter to the President stating the purpose and benefits of the requested travel. Submit your request at least 6 weeks in advance and provide as much information as possible to support your request (brochures, etc.). You will be notified if your travel request has been approved, but **do not assume approval**. Be sure you have **written** approval **before** making the trip.

Perkins Grant Requests

Step 1: Submit the completed travel request form along with a brief written description of the activity to Debbie Grimes or Evelyn Smith. Evelyn Smith will provide the account number. Perkins Grant funds are generally **restricted** to faculty directly involved in vocational/technical programs or remedial programs.

Step 2: If approved, the form will be passed along to the appropriate Division Chair and/or supervisor, who will proceed with the approval process as for other requests.

See information above regarding in-state and out-of-state requests and reimbursement rates.

How to Estimate Mileage, Get Travel Directions, Etc.

If you are unsure of exact mileage, go to one of many websites that provide directions and mileage information. For example, go to Mapblast.com (<http://www.mapblast.com>) and click on Directions. It will provide directions and mileage information.

WEB RESOURCES -- See Professional Development page for links.

ONLINE JOURNALS-- See Professional Development page for links.

CAREER/TECHNICAL EDUCATION INSTRUCTIONAL CENTER

With funds originally provided through the 1998-99 Perkins Grant, a Career/Technical Education Instructional Center was established in Room 2819 in the Brooks-Cork Library on the Martin Campus. This room is furnished with computer workstations and printers and is linked to the campus network. The Perkins Grant provides funds for additional furnishings and resources annually. The following resources are available in this room:

- Internet access (Netscape and Microsoft Explorer available)
- Electronic mail (Contact Jimmy Osmore at ext. 2466 to establish an account)
- Powerpoint
- Scanner (Contact Chuck Boening at ext. 3908 for assistance if needed)
- Wordprocessing (Microsoft Office Pro97 and Corel Wordperfect)
- Hyperstudio (CD-ROM collection of clip-art and clip-sounds)

Faculty members may come individually or in small groups to use the Instructional Center for any of the activities listed above. Unfortunately, technical staff are not available at this time to provide assistance, but the resources that are provided are easy to use. Faculty members should take advantage of these facilities and resources to learn to use new instructional techniques. The Center is quiet, out-of-the-way, and available during most hours of library operation. Check with Glen Johnson for schedule conflicts (ext. 2327).

In addition to instructional technology like the computer and the Internet, the Perkins Grant provides funding for the purchase of books on two-year college instruction. Use [Shelby WebPac](#), the college's online library catalog, to locate books and periodicals in campus libraries.

HOW TO ACCESS INTERNET IN YOUR CLASSROOM

1. Some classrooms (notably the Ryan DeGraffenreid Lecture Hall) are already connected to Internet. If your classroom is not connected, contact Jimmy Osmore at ext. 2466. Cabling has been installed to all classrooms on the Martin Campus; it is simply a matter of "terminating" the cables and installing a wall jack. Please give him a few days advance notice.
2. Once you have made sure that your classroom is connected and ready, contact Jean Epps at ext. 2970 on the Martin Campus or Jean Mack at ext. 2622 on the Fredd Campus to schedule computer projection equipment. You can project directly from the computer in your classroom. Projectors and computers are available on each campus for this purpose.
4. If you would like assistance in identifying good Internet sites for classroom use, contact a

- Glen Johnson at ext. 2327 in the Library. A librarian will help you identify useful instructional sites for your curriculum. A number of Web Resource Guides are already under construction for the library's web site.

LIBRARY RESOURCES FOR FACULTY AND STAFF AT SHELTON STATE

The Brooks-Cork Library has several online databases with full-text articles that are searchable by subject, keyword, author, and title. From these sources, articles can be printed out or downloaded to your own computer. Most of these databases are available directly to your office or home computer as well as to any computer networked on either campus.

The Brooks-Cork Library provides professional journals in almost every field, including several devoted to two-year college instruction. To locate books and periodicals in the college's libraries, use [Shelby WebPac](#). Check Book List in the left column under WebPAC to locate "Perkins Professional Development" or "Readings on Quality Processes" for titles purchased especially for professional development. There are also a number of audiovisuals are listed in [Shelby WebPAC](#) and are available for individual, departmental, and group viewing. Contact Jean Epps at ext. 2970 on the Martin Campus or Jean Mack at ext. 2622 on the Fredd Campus to schedule these resources.

Numerous databases are available from your office and other campus computers through the [Alabama Virtual Library](#) (AVL). The AVL can be accessed from home computers by individuals who have registered in the Martin Campus library or through a public library. There is **no charge** for AVL access.

The following databases, listed under the EBSCOHost in the AVL, will be particularly useful for professional development:

Academic Search Elite
Business Source Elite
ERIC
Professional Development Collection
Vocational Search

To limit your search to ***Career and Technical Education***, click on the AVL Proquest link and then, on the right side of the screen, click on Select Database.

General Calendar for Professional Development, 2001-2002

Date	Time	Place	Activity
August 13-15, 2001	TBA	TBA	Back-to-School 2001
August 16, 2001	TBA	TBA	Faculty Duty Day/Registration
August 17, 2001	TBA	TBA	Faculty Duty Day
September 13, 2001	2:30--3:30 pm	Room 2819/Library	Using Excel for Gradebook Wkshp
October 1-31, 2001	TBA	TBA	National Quality Month
October 7-12, 2001	Regular Library Hours	Martin Campus Library/Display	National Fire Prevention Week
November 8, 2001	2:30--3:30 pm	Room 2819/Library	Backing Up Files Wkshp
December 6, 2001	2:30--3:30 pm	Room 2819/Library	Using Scanners Wkshp
December 17, 2001	8:00 am--5:00 pm	TBA	Faculty Duty Day
December 18, 2001	8:00 am--5:00 pm	TBA	Faculty Duty Day
January 3, 2002	8:00 am -- 4:00 pm	TBA	"Riding the Range" Prof. Dev.
January 4, 2002	8:00 am -- 4:00 pm	TBA	Prof. Dev./Faculty Duty Day
January 5, 2002	8:00 am -- 4:00 pm (subject to change)	TBA	Faculty Duty Day/Registration
January 8, 2002	8:00 am -- 4:00 pm	TBA	Faculty Duty Day
February 7, 2002	2:30--3:30 pm	Fredd Web Lab	Basic Powerpoint Wkshp
February 21, 2002	8:00 am -- 4:00 pm	TBA	Professional Development TBA
February 22, 2002	8:00 am -- 4:00 pm	TBA	Professional Development TBA
March 7, 2002	2:30--3:30 pm	Room 2819/Library	Moving Presentations Wkshp
April 4, 2002	2:30--3:30 pm	Room 2819/Library	Technology Showcase
April 14-20, 2002	Regular Library Hours	Both Campus Libraries	National Library Week
May 2, 2002	2:30--3:30 pm	Room 2819/Library	Web Pages Wkshp

The Professional Development page is maintained by Dr. Deborah J. Grimes, Director of Library Services, who is also Title III/Activity 4 Director and coordinator for professional development activities funded through the Perkins Grant. Last updated 7/18/01.

http://www.shelton.cc.al.us/library/facultydev_2001.htm